Planning Vendor Visits

Consider:

- Number of vendors to visit each quarter
- Number of workdays per quarter
  (20 workdays/month = 60 days/quarter)
- Account for holidays and leave
- Number of LVLs
- Travel time to vendors
- Geographic locations of vendors
- Visit Time (Initially TA visits may take up to 2 hours)

Use a map and calendar to plan visits

- Group vendors that are geographically close together
- Consider travel times to plan the day
- Include visit time per vendor (plan 1½ to 2 hours per visit)

Worksheet

Following is a sample worksheet for an agency that is responsible for 110 vendors. This agency has 2 LVLs. Both LVLs work 20 days each month. During this sample quarter, there are 2 holidays and one LVL will be on vacation for an additional 3 days.

Sample

Number of vendors	110	vendors
Divided by number of workdays in this quarter* (Example: 20 workdays/month x 3 months/quarter = 60) (60 days/quarter – 2 holidays and 3 vacation days = 55)	÷ 55	workdays
Equals the number of vendors to visit each day	= 2	per day

*Subtract holidays, vacation days, etc.

Worksheet

Number of vendors		vendors
Divided by number of workdays in this quarter* (___ workdays/month x 3 months/quarter = ___) (___ days/quarter –___ holidays and ___vacation days = ___)	÷	workdays
Equals the number of vendors to visit each day	=	per day

* Subtract holidays, vacation days, etc.